



DEVELOPMENT SERVICES DEPARTMENT (954) 797-1111

Administration (954) 797-1101
Planning & Zoning (954) 797-1103, FAX (954) 797-1204
Building & Occupational Licensing (954) 797-1111
Code Enforcement (954) 797-1121
Engineering (954) 797-1113

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1030

MEMORANDUM

PZ 12-28-03

TO: Mayor and Councilmembers

THRU: Thomas J. Willi, Town Administrator

THRU: Mark A. Kutney, AICP, Development Services Director

FROM: Marcie Nolan, AICP, Planning Supervisor
Roberta Moore, Planner I

DATE: December 30, 2003

RE: Public Participation Plan

The purpose of this memorandum is to discuss various options available for the Town of Davie to encourage public participation in the planning process. By creating a process for public participation the Town encourages citizen involvement in the future growth of the Town and provides a structure within which the public and the development community can communicate effectively. The ability to encourage the public to become involved in land use and zoning decisions allows the knowledge held by local residents about issues to be factored into a development approval process.

The memorandum will include both immediate options for public participation as well as long term strategies to encourage an atmosphere of public participation throughout the planning process.

Background

The ability to encourage the public to participate in a constructive and consistent manner has always been an issue faced by most local governments. The Florida State Statutes provides for a required public participation process for all land use decisions including quasi-judicial items. However, administrative approvals are not required to adhere to the public participation process.

The Town of Davie has long prided itself on encouraging public participation for all land development applications, including site plans. Upon Town Council and Town

Administration direction, staff has researched effective public participation processes around the country and incorporated several ideas into applicable models for the Town.

The goals of the proposed public participation process are:

1. Ensure that affected residents are aware of projects within their neighborhood;
2. Ensure that comments and feedback occur early enough in the process to allow for effective modification to a filed application;
3. Provide for set guidelines for the development community to adhere to when filing an application.

History

Public Participation is a process which encourages public involvement through a variety of means. Citizen involvement means participation in planning by people who are not professional planners or government officials. It is a process through which citizens take part in developing, administering, and amending local plans and development regulations. Professional planners and local officials need comments and ideas from those citizens knowledgeable with the community, i.e., the people who live and work there. The process can include mail-outs, flyers, meetings, posted memorandums, and newspaper advertisements. The process can also become more formal through adopted guidelines that look at both short-term goals and long-term plans.

Analysis

A two prong strategy is being proposed in which the first part involves a Citizen Participation Plan and the second part involves a Citizen Participation Program. In both options the goals of the Town are being met. However, step one is not a stand alone solution to the public participation process. Additional research is needed to incorporate this process into the Land Development Code.

Step 1: Citizen Participation Plan

The Citizen Participation Plan is an initial plan (framework for action) and final report.

The initial plan provides the following:

- Overall definition of the project
- The applicant's contacts for the project
- Information regarding the pre-application meeting
- An action plan that describes and defines the actions that will be taken to provide opportunities to members of the community that will allow them to understand and address possible impacts
- A tentative schedule of meeting dates.

The final report details the outcome and completion of all actions identified in the initial plan.

Attached is a draft copy of an example of a Citizen Participation Plan. Upon Town Council direction, staff will develop various draft plans that will reflect the needs of each application, as every application has different requirements.

Staff is still finalizing the details on the list of Home Owner Associations (HOA's), neighborhood groups, the required certified mail option that is within the Action Plan, and the tentative schedule of meeting dates and their timing. Staff recognizes that the majority of residential developments within the Town have HOA's, however, there may be some neighborhood groups that may or may not be part of the HOA that have an inherent interest in development that is occurring within the Town. Both of these groups play a key part in citizen involvement.

Step 2: Citizen Participation Program

The Citizen Participation Program is long-term in nature and includes a Citizen Involvement Program, the formation of a Committee for Citizen Advisory and formalized neighborhood groups and contacts. The Citizen Involvement Program is a system that enables citizens to participate in the local planning process. This Citizen Involvement Program is what will serve as a guide to Town planners, elected officials, and developers. The Committee for Citizen Advisory can be organized in a variety of ways such as neighborhoods, planning areas, or council districts.

Staff looks forward to further refining the needs of the Town to ensure an equitable and effective public participation process.

Next Steps

Upon Town Council directive, staff will revise and begin to implement the Citizen Participation Plan for the February 20, 2004, application submittal deadline.

Attachments: Citizen Participation Plan and Citizen Participation Plan Report

Citizen Participation Plan for Ivanhoe Subdivision

Date: November 17, 2003

Purpose: The purpose of this Citizen Participation Plan is to inform citizens, property owners, neighbor associations, agencies, schools and businesses in the vicinity of the site of an application for the Rick Case Honda Dealership. This site is located at 15700 Rick Case Honda Way, Davie, Florida and is an application for the rezoning of 10 acres from AG to ____ for a car dealership. This plan will ensure that those affected by this application will have an adequate opportunity to learn about and comment on the proposal.

Contact:

John Rustbrown
1232 E. Purple Lande
Davie, FL 33314
(954) 797-1000
email: gray121@yellow.xyz

Pre-application Meeting: The pre-application meeting with Town of Davie planning staff was held on November 17, 2003. Staff reviewed the application and recommended that adjacent residents, Broward County District and nearby neighborhoods be contacted.

Action Plan: In order to provide effective citizen participation in conjunction with their application, the following actions will be taken to provide opportunities to understand and address any real or perceived impacts their development may have.

1. A contact list will be developed for citizens and agencies in this area including:
 - . Homeowners Association within one half mile of the project
 - . CCA / Neighbors within 1,000 feet from site, but may include more
 - . Broward County School District if affected (residential or access) in writing, with copies to Western High School and Flamingo Elementary School, Who may be affected by this application
2. All persons listed on the contact list will receive a letter describing the project, project schedule, site plan and invitation to a series of two neighborhood meetings to be held at Town Hall.
 - . The first meeting will be an introduction to the project, and opportunity to ask questions and state concerns. A sign-in list will be used and comment forms provided. Copies of the sign-in list and any comments will be given to the Town of Davie Planner assigned to this project.
 - . The second meeting will be held two weeks later and will include responses to questions and concerns of the first meeting. A sign-in list and comment cards will be copied to the Town of Davie Planner.
3. Neighborhood Associations, Homeowners Associations and Neighbors within 1,000 feet of the site will be sent certified mail to inform them personally of the project and receive comments.
4. Presentations will be made to groups of citizens or neighborhood associations upon request.

(All materials such as sign-in lists, comments, and petitions received are copied to the Town of Davie).

Schedule: Pre-application meeting - November 20, 2003
Initial notification - November 24, 2003
First neighborhood meeting - November 28, 2003
Application Submittal - December 1, 2003
Second neighborhood meeting - December 5, 2003
Submittal of Citizen Participation Report and Notification materials - December 10, 2003
Planning and Zoning Board hearing - December 21, 2003
Town Council Agenda - Public Hearing - First Reading
Town Council Agenda - Public Hearing - Second Reading

(Subject to change by either party)

Town of Davie to be notified immediately of any changes to this schedule

Report Date:

Citizen Participation Report For the Ivanhoe Subdivision Case #Z02-XXX

Date of Report: November 21, 2003

Overview: This report provides results of the implementation of the Citizen Participation Plan for the Ivanhoe Subdivision. This site is located at 15700 Rick Case Honda Way, Davie, Florida and is in application for rezoning of 10 acres from AG to ____ for a care dealership. This report provides evidence that citizens, neighbors, public agencies and interested persons have had adequate opportunity to learn about the comment on the proposed plans and actions addressed in the application. Comments, sign-in lists, petitions, letters, summary sheets and other materials are attached.

Contact:

John Rustbrown
1232 E. Purple Lane
Davie, FL 33314
(954) 797-1000
e-mail: gray121@yellow.xyz

Neighborhood Meetings: The following are dates and locations of all meetings where citizens were invited to discuss the applicant's proposal (comments, sign-in lists and other feedback are attached);

1. 10/7/02 - Falcons Lea subdivision, 200 Falcons Lea Drive, 45 citizens attended
2. Waverly 100 subdivision, 155 Waverly Hundred Drive, 37 citizens attended

Correspondence and Telephone Calls:

1. 1st letters mailed to contact list (150), including homes, apartments, HOAs, schools and Neighborhood Associations on 10/29/03 (see attached list and example of materials mailed)
2. 2nd letters mailed to 200 on contact list on 11/02/03 (see attached list and examples)
3. Project published in the "Sun Sentinel" newspaper on October 31, 2003 (see attached)
4. Meeting notice mailed to 200 on contact list on October 1, 2003 (see attached)
5. Newsletter sent to 200 and hung on 50 doors (see attached)
6. October 15, 2003 Petition of Support - 25 signatures of adjacent neighbors (see attached)
7. October 15, 2003 Questionnaire - 30 persons (see attached results)

Results

There are 225 persons on the contact list as of the date of this Citizen Participation Report (see attached).

1. Summary of concerns, issues and problems:

- . Increased traffic in adjacent neighborhood
- . Impact on schools
- . Increased noise
- . Increase of light pollution

2. How concerns issues and problems were addressed:

- . Traffic will be routed to arterials more directly to avoid impact to neighborhood
- . Streetlights will be low glare sodium type
- . School indicates that new students will be accommodated in nearby schools

3. Concerns, issues and problems not addressed and why:

- . Applicant is unable to control noise pollution
- . Some increased traffic may be expected, but easily handled by existing roadway levels of service